

**SOCIAL SECURITY ADMINISTRATION**

**WORK INCENTIVES ASSISTANCE PROGRAM:** Grants to State Protection and Advocacy Systems to Provide Protection and Advocacy Services to Social Security Beneficiaries with Disabilities; Program Announcement No. SSA-OESP-04-1.

**AGENCY:** Social Security Administration.

**ACTION:** Request for Applications.

**SUMMARY:** The Social Security Administration (SSA) announces that it is requesting applications for potential grant awards to the protection and advocacy systems established under title I of the Developmental Disabilities Assistance and Bill of Rights Act (subsequently replaced by title I of the Developmental Disabilities Assistance and Bill of Rights Act of 2000, Public Law 106-402). The purpose of this program is to provide individuals with disabilities who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits, information and advice about obtaining vocational rehabilitation and employment services. The purpose is also to provide advocacy or other services that beneficiaries with a disability may need to secure, maintain, or regain gainful employment.

The authority for these grants is found in section 1150 of the Social Security Act (the Act), as added by section 122 of Public Law 106-170 (the Ticket to Work and Work Incentives Improvement Act of 1999), and amended by sections 404 and 407 of Public Law 108-203. The regulatory requirements that govern the administration of SSA awards are in the Code of Federal Regulations (CFR), Title 20, Parts 435 and 437. Applicants are urged to review the requirements in the applicable regulations. This program will be listed in the Catalog of Federal Domestic Assistance under Program No. 96.009, Social Security State Grants For Work Incentives Assistance To Disabled Beneficiaries.

**CLOSING DATE:** The closing date for receipt of grant applications under this announcement is September 7, 2004.

**FOR FURTHER INFORMATION CONTACT:** Please forward questions concerning programmatic content of the application to: Jennifer DeBoy, Project Officer, or Regina Bowden, Team

Leader, Social Security Administration, Office of Employment Support Programs, Room 107 Altmeyer Building, 6401 Security Boulevard, Baltimore, Maryland 21235-6401. The telephone number for Jennifer DeBoy is (410) 965-8658; for Regina Bowden, (410) 965-7145. The fax number is (410) 966-1278. Respective email addresses are [jenny.deboy@ssa.gov](mailto:jenny.deboy@ssa.gov) and [regina.bowden@ssa.gov](mailto:regina.bowden@ssa.gov).

For general (non-programmatic) information regarding submission of applications, contact: Phyllis Y. Smith, Grants Management Officer, Social Security Administration, Office of Acquisition and Grants, Grants Management Team, 1-E-4 Gwynn Oak Building, 1710 Gwynn Oak Avenue, Baltimore, MD 21207-5279, [phyllis.y.smith@ssa.gov](mailto:phyllis.y.smith@ssa.gov), (410) 965-9518.

Section IV of this announcement contains instructions for submitting an application.

**DATE OF ISSUANCE:** August 5, 2004

**TABLE OF CONTENTS:**

**Section I. Overview**

- A. Purpose
- B. Eligibility
- C. Period of Support

**Section II. Program Description**

- A. Target Population
- B. Program Goals
- C. Program Priorities

**Section III. Protection and Advocacy System Requirements**

- A. Assurances
- B. Progress and Financial Reports
- C. Annual Report

**Section IV. Instructions for Submitting Application**

- A. Application Submission Process
- B. Checklist for a Complete Application
- C. Guidelines for Application Submission
- D. Review Process and Award Decision Criteria
- E. Paperwork Reduction Act

**Section V. Special Consideration Requirements**

- A. Population Inclusion
- B. The President's Welfare-to-Work Initiative

- C. Consumer Bill of Rights and Responsibilities
- D. Government Performance Monitoring
- E. Limitation on Use of Grant Funds
- F. Knowledge Transfer
- G. Freedom of Information Act (FOIA)

**Section VI. Terms and Conditions of Support Requirements**

- A. Technical Assistance and Training Costs
- B. Program Income
- C. Designation Changes
- D. Fiscal/Grant Requirements
- E. Allowable Expenditures
- F. Alterations and Renovations
- G. Reporting Requirements
- H. Accounting Records and Disclosure
- I. Lobbying Prohibitions
- J. Breach of Terms and Conditions

**Section VII. References**

**APPENDICES:**

**Section I. Overview**

A. Purpose. Section 1150 of the Social Security Act (42 U.S.C. 1320b-21), State Grants for Work Incentives Assistance to Disabled Beneficiaries, authorizes the Commissioner of Social Security to make payments in each State to the protection and advocacy (P&A) system for the purpose of providing services to disabled beneficiaries who want to work. These grants may be awarded to the P&A system in each of the fifty States as well as the District of Columbia, Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Commonwealth of the Northern Mariana Islands, and the P&A system for Native Americans.

The Social Security Administration plans to award grants to eligible P&A systems to provide:

- (1) Information and advice about obtaining vocational rehabilitation and employment services; and
- (2) Advocacy or other services that a beneficiary with a disability may need to secure, maintain, or regain gainful employment.

B. Eligibility. A protection and advocacy system established under title I of the Developmental Disabilities Assistance and Bill of Rights Act which submits a timely

application conforming to the requirements in this notice will be eligible to receive an award.

**Note:** If a P&A system has received or will receive a cooperative agreement to provide benefits planning, assistance, and outreach (BPAO) under section 1149 of the Social Security Act, it must fully explain how it will ensure there will be no conflict of interest between delivering protection and advocacy services to beneficiaries and providing the services covered under the BPAO cooperative agreement. In particular, the P&A system must show how it will ensure full protection and advocacy services when the complaint is against a Benefits Specialist connected with the P&A system or against the P&A system itself. Also, any P&A system that will apply to be an employment network under SSA's Ticket to Work and Self-Sufficiency Program must fully explain how it will ensure there will be no conflict of interest if it receives a P&A grant. It is imperative that the P&A system develop strict policies and procedures to avoid actual or apparent conflict of interest involving clients with respect to resolution of complaints against its own employees.

C. Period of Support. A grant application under this announcement shall be considered a request for an award for fiscal year 2005. SSA will make awards when and if funding becomes available. If and when money is appropriated, those funds will be available for obligation to a P&A system through November 30, 2005. Annual awards will be contingent upon the availability of appropriated funds.

**Note:** Please see Appendix 2 for new formula-based State and Territory maximum grant amounts when formulating your budget.

## **Section II. Program Description**

A. Target Population. Grants awarded under section 1150 of the Social Security Act are to be used solely to provide services to individuals who are a "disabled beneficiary" as defined in section 1150(g)(2) of the Act (42 U.S.C. 1320b-21(g)(2)). In this announcement, these individuals will generally be referred to as eligible SSI/SSDI beneficiaries.

B. Program Goals. The program goals are to provide information and advice about obtaining vocational rehabilitation and employment services and to provide advocacy or other services that a beneficiary with a

disability may need to secure, maintain, or regain gainful employment. These objectives are accomplished through formula grant awards to eligible P&A systems to support the costs of development, expansion, technical assistance, training, and program implementation activities focused on rights protection and advocacy for beneficiaries with disabilities.

C. Program Priorities. P&A systems must spend grant funds to provide assistance and individual representation to eligible SSI/SSDI beneficiaries who are seeking vocational rehabilitation services, employment services and other support services from employment networks and other service providers. Such assistance and representation may include individual advocacy services and various forms of alternative dispute resolution, as well as investigating, negotiating, or mediating solutions to issues that arise in developing, implementing, and amending a beneficiary's individual work plan under the Ticket to Work and Self-Sufficiency program under section 1148 of the Social Security Act. P&A systems are to provide the following services in the order of priority listed below:

- Investigate and review any complaint of improper or inadequate services provided to a beneficiary with a disability by a service provider, employer or other entity, except SSA, involved in the beneficiary's return to work effort.
- Provide information and referral to beneficiaries with disabilities about work incentives and employment, including information on the types of services and assistance that may be available to assist them in securing, maintaining, or regaining gainful employment - particularly services and assistance available through employment networks under the Ticket to Work and Self-Sufficiency Program. Provide information and technical assistance on work incentives to beneficiaries with disabilities.
- Provide consultation to and legal representation on behalf of beneficiaries with disabilities when such services become necessary to protect the rights of such beneficiaries. To the extent possible, alternative dispute resolution procedures should be used.
- Assist beneficiaries with disabilities in disputes before SSA involving work-related program decisions and benefits overpayments that are clearly a barrier to securing, maintaining, or regaining gainful employment.

- Provide information and technical assistance on work incentives to governmental agencies, employment networks and other service providers, and advocacy organizations.
- Advocate to identify and correct deficiencies in entities providing vocational rehabilitation services, employment services and other support services to beneficiaries with disabilities, including reporting to the program manager on identified deficiencies related to employment networks and other concerns related to the Ticket to Work and Self-Sufficiency program.

Note: Grant funds may not be used for litigation against SSA, the Commissioner of Social Security, or any official of SSA because of decisions on program issues rendered against current or former beneficiaries. Funds may be used for litigation against a Federal government agency only for issues related to discriminatory practices when the agency is a beneficiary's employer or prospective employer.

### **Section III. Protection and Advocacy System Requirements**

A. Assurances. In addition to the standard assurances included in Part IV of the SF 424 application, an eligible P&A system established under title I of the Developmental Disabilities Assistance and Bill of Rights Act to protect the rights of individuals with disabilities must submit assurances that attest to the following requirements: legal authority; independent status; a grievance procedure for clients or prospective clients, access to facilities and records and other requirements as set forth in title I of the Developmental Disabilities Assistance and Bill of Rights Act.

B. Progress and Financial Reports. Each P&A system receiving an award under this notice shall submit semi-annual progress reports to SSA, Office of Acquisition and Grants (OAG). Reports shall provide: a status of the project, any problems or proposed changes in the project, data/program statistics (e.g. services provided to beneficiaries, number of individuals served, types of disabilities represented, issues being addressed, outcomes, etc.), actions that were taken, planned actions, and a description of how the project is addressing the needs of individuals with disabilities from diverse ethnic and racial communities. The SSA project officer will provide information on the required data collection elements and format to the grantees. These semi-annual reports shall be submitted to SSA, OAG, within 30 days after the end of each report period.

Each P&A system will also develop and submit semi-annual financial reports to SSA, OAG using Financial Status Report

(FSR), form SF-269a. The interim FSR report shall be submitted to the SSA Grants Management Officer within 30 days after the end of the first six months of the budget period. A final Financial Status Report shall be submitted to the Grants Management Officer within 90 days after the end of the annual budget period.

C. Annual Report. In fiscal years 2005 through 2009, each P&A system which has received an award shall prepare and submit a program performance report (PPR) for submittal to the Commissioner of Social Security and the Ticket to Work and Work Incentives Advisory Panel established under section 101(f) of Public Law 106-170, the Ticket to Work and Work Incentives Improvement Act of 1999. This report shall be on the services provided by the system to eligible SSI/SSDI beneficiaries; and it shall describe the types of services and activities, the total number of individuals served, the types of disabilities represented by such individuals, and the types of issues being addressed on behalf of such individuals. The report shall be submitted to SSA's project officer and the Ticket to Work and Work Incentives Advisory Panel within 30 days after the end of the year.

#### **Section IV. Instructions for Submitting Application**

A. Application Submission Process The Federal government-wide website, [www.grants.gov](http://www.grants.gov), is to be used for the completion and submission of your SSA grant application. The steps required for your organization to make use of Grants.gov are explained by the website's "Getting Started" option.

For help with problems with application preparation and/or submission, the first point of contact is the grants.gov support staff at [support@grants.gov](mailto:support@grants.gov). A secondary contact for problem resolution is the SSA Grants Management Office.

B. Checklist for a Complete Application. The checklist below is a guide to ensure that the application package has been properly prepared.

- An electronic application submitted through [www.grants.gov](http://www.grants.gov).
- The program narrative portion of the application (Part III of the SSA-96-BK) may not exceed twenty double-spaced pages (or ten single-spaced pages) on one side of the paper only, using standard (8½" X 11") size paper. Attachments that support the program narrative

count within the 20-page (or 10-page) limit. Please see Appendix 1 for important instructions regarding the program narrative.

- Attachments/Appendices, when included, should be used only to provide supporting documentation. Please do not include books or videotapes as they are not easily reproduced and are therefore inaccessible to reviewers.
- A complete application consists of the following items in this order:
  - (1) Part I (Face page) - Application for Federal Assistance (SF 424, REV 4-88);
  - (2) Table of Contents;
  - (3) Project Summary (not to exceed one page);
  - (4) Part II - Budget Information, Sections A through G;
  - (5) Budget Justification (explain how amounts were computed), including subcontract organization budgets;
  - (6) Part III - Application Narrative and Appendices;
  - (7) Part IV - Assurances; and
  - (8) Certifications - regarding Lobbying and regarding Drug-Free Workplace.

C. Guidelines for Application Submission. All applications for grant projects under this announcement must be submitted through the Federal government website [www.grants.gov](http://www.grants.gov). An individual authorized to act for the applicant organization and to assume for the applicant organization the obligations imposed by the terms and conditions of the grant award shall electronically submit the application.

Applications are due by close of business on September 7, 2004. Failure to submit the application in a timely manner will delay processing of the application and issuance of the grant award.

D. Review Process and Award Decision Criteria. After an eligible P&A system submits an acceptable application, subject to the availability of funds, SSA shall make awards under the Act.

**Note:** Facsimile copies will not be accepted.



E. Paperwork Reduction Act.

This notice contains reporting requirements. However, the information is collected using the Federal government electronic application available at [www.grants.gov](http://www.grants.gov).

F. Data Universal Number System.

All applicants for Federal grants and cooperative agreements on or after October 1, 2003, are required to provide a Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number. The DUNS number is required whether an applicant is submitting a paper application or using the government-wide electronic portal Grants.gov). Organizations should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711. The DUNS number must be entered on the Application for Federal Assistance, SF 424, Rev 4-88) in Part 1- Face Page, in block 2 "Applicant Identifier."

**Section V. Special Consideration Requirements**

A. Population Inclusion. SSA expects applicants to provide P&A services to any eligible SSI/SSDI beneficiary. This includes any individual with a disability who meets the definition of "disabled beneficiary" in section 150(g)(2) of the Social Security Act (42 U.S.C. 1320b-21(g)(2)). Applicants cannot deny services to eligible persons for any reason.

B. The President's Welfare-to-Work Initiative. This initiative was published in the Federal Register on May 16, 1997. This initiative is designed to facilitate and encourage grantees and their subcontractors to hire welfare recipients and to provide additional training and/or mentoring as needed. The text of the notice is available electronically at [www.whitehouse.gov/OMB/fedreg/omb-not.html](http://www.whitehouse.gov/OMB/fedreg/omb-not.html).

C. Consumer Bill of Rights and Responsibilities. Where applicable, eligible P&A systems are encouraged to follow the Consumer Bill of Rights and Responsibilities as developed by the President's Advisory Commission on Consumer Protection and Quality in the Health Care Industry. Applicants may obtain a free copy of the Commission's final report "Quality First: Better Health Care for All Americans" (ISBN 0-16-049533-4) by calling (800) 358-9295.

D. Government Performance Monitoring. The Government Performance and Results Act (GPRA) was enacted in 1993 to hold Federal agencies accountable for achieving program results. Its provisions were phased in over several years and became fully effective in FY 1999. GPRA increases the emphasis on evaluation and on the collection and reporting of performance data, particularly outcome data. GPRA performance reporting requirements may result in the need to request additional data, including client outcome data where appropriate, from funded programs.

E. Limitation on Use of Grant Funds. Grant awards are to support and enhance eligible State systems. SSA requires certification that Federal funds will not be used to supplant current funding of existing resources and programs already budgeted for State protection and advocacy activities.

F. Knowledge Transfer. It is SSA policy to make the results and accomplishments of its funding activities available to the public. Therefore, eligible P&A systems are also encouraged to make the results and accomplishments of their programs and activities available to the public through media such as publications and audio-visuals that include informational products and performance data. An SSA review is required before the results of a P&A system activity can be published. P&A systems must place an acknowledgment of support and provide a disclaimer on all publications that report the results of, or describe, an SSA funded activity. These publications will include the following information: an acknowledgment of SSA support, such as, "This publication was made possible by a grant from the Social Security Administration"; and a disclaimer, such as, "The contents of this publication are the sole responsibility of the authors and do not represent the official views of the Social Security Administration."

Pursuant to 20 CFR §§ 435.36 and 437.34, any copyrighted or copyrightable works developed under a grant award shall be subject to a royalty-free, nonexclusive, and irrevocable license to the government to reproduce, publish, or otherwise use them and to authorize others to do so for Federal government purposes.

Prior written approval must be obtained from SSA when a P&A system proposes to expend \$25,000 or more of grant funds to

develop audio-visual, publication or broadcast materials that will be used to educate, persuade, and/or inform the public. The written request for prior approval shall be submitted to the SSA Grants Management Officer.

G. Freedom of Information Act (FOIA). All documents produced under a grant award will be made available to the public through procedures established under the Freedom of Information Act (FOIA), as outlined in title 5 CFR part 294. If the Federal agency gathering the data does so solely at the request of a private party, the agency is authorized to charge a user fee equal to the additional cost of obtaining the information.

**Section VI. Terms and Conditions of Support Requirements**

A. Technical Assistance and Training Costs. Costs for a P&A system's technical assistance and information and referral activities, which include travel expenses for staff, and reimbursement for members of the governing board or advisory council, shall not exceed 10 percent of the grant awarded in a fiscal year. SSA has contracted with three universities to provide technical assistance and training on SSA programs and work incentives, Medicare and Medicaid, and on other Federal work incentives. P&A staff newly assigned to the grant will be required to attend one of those contractors' training sessions within 90 days of award. Applicants should budget for those travel expenses. P&A systems cannot contract for additional training without SSA approval. The universities are: Cornell University, Ithaca, New York for SSA Regions I, II and V; Virginia Commonwealth University (VCU), Richmond, Virginia for SSA Regions III, IV, VI and IX; and University of Missouri, Columbia (UMO-C) at Columbia, Missouri for SSA Regions VII, VIII and X.

SSA has also contracted with the National Association of Protection and Advocacy Systems to provide technical assistance and ongoing guidance to the P&A systems.

**Note:** See the application for a complete discussion and details of items B-J below.

B. Program Income. No P&A system grantee may profit from any SSA grant. All program income earned under this grant award must be accounted for in accordance with 20 CFR § 435.24 or § 437.25, as applicable, and must be reported on the Financial Status Report, Standard Form 269 (long form).

Program income shall be used to further grant objectives and shall only be used for allowable costs as set forth in the applicable OMB administrative requirements. Program income shall be used in accordance with the additional cost alternative described in 20 CFR § 435.24(b)(1) or §437.25(g)(2), as applicable.

C. Designation Changes. When the Governor of the State recommends redesignation of the P&A system and that decision is approved by the Administration on Developmental Disabilities, as outlined in the Developmental Disabilities Assistance and Bill of Rights Act, the newly designated State P&A system has 30 days in which to submit an application, assurances, certifications, etc., which will be reviewed by SSA before a grant is awarded.

D. Fiscal/Grant Requirements. The grant is subject to SSA requirements concerning the administration of grants, as set forth in 20 CFR part 435 and part 437. A final Financial Status Report (FSR), SF 269a, shall be submitted to the Grants Management Officer within 90 days after the end of the annual budget period. All eligible P&A systems must complete and submit an application package in each fiscal year.

Grant funds may be used only for reasonable expenses clearly allocated to and necessary for carrying out approved system activities, including both direct and indirect costs. In order to recover the allowable indirect costs of a project, it may be necessary to negotiate and establish an indirect cost rate (unless such a rate has already been established for the applicant organization). For information and assistance regarding the timing and submission of an indirect cost rate proposal, applicants should contact SSA.

Grantees are also required to comply with the audit requirements as specified in 20 CFR §§ 435.26 and 437.26, as appropriate.

E. Allowable Expenditures. Subject to applicable cost principles, allowable expenditures for which grant support may be requested include: (1) Salaries, wages, and fringe benefits of professional and other supporting staff engaged in the project activities; (2) Travel required for carrying out activities under the approved project; (3) Supplies, communications, and rental of equipment and space directly

related to approved project activities; (4) Contracts for performance of activities under the approved project; (5) Other items necessary to support approved P&A program activities provided that they are allowable under the applicable cost principles. To the greatest extent practicable, all equipment and products purchased with the grant or contract funds should be American-made.

Grant award funds cannot be used to purchase or to construct a facility to house any portion of the proposed program. Any funds to be used for renovation expenses must be detailed and linked directly to program activities. Any lease arrangements in association with the proposed program activity that uses SSA grant monies may not be funded by SSA beyond the program period nor may any portion of the leased space be used for purposes not supported by the P&A program for SSA beneficiaries.

F. Alterations and Renovations. Costs for alterations and renovations will be allowable only where such alterations and renovations are necessary for the success of the P&A system. Prior approval from SSA is required.

G. Reporting Requirements. In order for SSA to meet its statutory requirements under GPRA, every eligible P&A system that engages in knowledge application activities will be required to use a standardized data collection format. This approach is designed to document the number and type of activities engaged in by the P&A system and to assess the percentage of activities that resulted in positive systemic changes within the State. The SSA project officer will provide information on the required data collection elements and format to the grantees.

H. Accounting Records and Disclosure. P&A systems and their subcontractors must maintain records which adequately identify the source and application of funds provided for financially assisted program activities. These records must contain information pertaining to grants, subawards (i.e., subcontracts, subgrants) and authorizations, obligations, unobligated balances, assets, liabilities, expenditures and income. The P&A grantee, and all of its subcontractors, should expect that SSA, or its designees, may conduct a financial compliance audit and/or on-site program reviews.

I. Lobbying Prohibitions. No part of any grant funds shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any information kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress, except in presentation to the Congress itself or any State legislature. This has been construed to include "grass roots" lobbying, which consists of appeals to the public suggesting that they contact their elected officials to indicate their support for or opposition to pending legislation, or to urge those representatives to vote a particular way.

No part of any grant funds shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any "direct lobbying" activity designed to influence legislation or appropriations pending before the Congress or any State legislature.

J. Breach of Terms and Conditions. A P&A system shall be considered in breach of the terms and conditions of a grant award for the following acts: (1) failure to submit an annual program performance report (PPR) in the designated format; (2) failure to submit the required annual reports by the statutory due date; (3) failure to satisfy any other requirements under the Act, CFR, or any other requisites. A breach of the terms and conditions shall require remedial action, which may include the following SSA actions: recommendation for suspension or termination of the grant; conversion to a reimbursement method of payment; and/or agency retention of grant payments.

## **Section VII. References**

Frequently Used Acronyms:

- BPAO: Benefits Planning, Assistance, and Outreach
- FSR: Financial Status Report
- GPRA: Government Performance and Results Act
- OAG: Office of Acquisition and Grants
- P&A: Protection and Advocacy
- PPR: Program Performance Report
- SSA: Social Security Administration
- SSDI: Social Security Disability Insurance
- SSI: Supplemental Security Income

Application Receipt Schedule: Applications for grants shall be received by SSA no later than September 7, 2004 for FY 2005. When an eligible State system has not applied for a grant by this date or in subsequent years has notified SSA that it does not want to receive an allotment, SSA shall send formal written notice to the Governor of the State. The SSA notification shall indicate that the State will receive no award in that fiscal year and that, unless SSA receives a communication from the State, it will reallocate the grant funds.

## **APPENDICES**



## **APPENDIX 1**

SPECIAL INSTRUCTIONS FOR COMPLETING PART III - PROGRAM NARRATIVE, FORM SSA-OESP-04-1 (Grants to State Protection and Advocacy Systems to Provide Protection and Advocacy Services to Social Security Beneficiaries with Disabilities, Work Incentives Assistance Program Announcement No. SSA-OESP-04-1)

Please use the following instructions to complete Part III, Program Narrative, of the application in lieu of the instructions provided on the form.

In completing the program narrative, do not exceed 20 pages, typed double-spaced, or 10 pages, typed single-spaced. Attachments that are needed to support the program narrative count within the 20/10-page limit. Exceptions to the page limit are job descriptions, resumes, letters of intent/endorsement, and agreements with State and local public and private entities about the proposed project.

Do not prepare the program narrative in "compressed" type. Type on one side only of standard-size (8 1/2 x 11) white bond paper. Number each page consecutively at the bottom beginning with Page III-1.

Review of the program narrative will concentrate on the criteria listed in the Evaluation Criteria of the SSA announcement. Therefore, providing clear, well-organized (according to guidelines below) information on how the project meets the evaluation criteria for this announcement will greatly facilitate the application review process. In addition, should the proposed project be funded, the information provided in the program narrative will form the basis for SSA to monitor the grant, evaluate progress, and plan for technical assistance.

Part III - Program Narrative, should be organized under the following major headings:

- I. Project Title, Summary and Objectives
- II. Description and Importance of Project
- III. Project Staff and Facilities
- IV. Work Plan
- V. Expected Outcomes

Complete each of the five major sections of the program narrative according to the following guidelines:

- I. Project Title, Summary and Objectives
  - A. Select a title that is both short and descriptive.
  - B. Provide a summary of the proposal, including the scope of the project.
  - C. Specify the goals and objectives of the project and discuss the relationship between the issues to be examined in the proposed project and the goals and objectives of the announcement, as discussed in the program description. It should be apparent that the applicant understands the goals and objective(s) of the announcement.
  
- II. Description and Importance of Project
  - A. Describe the P&A agency/entity's current system for providing protection and advocacy services to assist people with disabilities secure, maintain, or regain gainful employment.  
Include discussion of the appropriateness of the current case management and monitoring systems, management information system, and other systems.
  - B. Discuss how the agency will provide services specifically to eligible SSI/SSDI beneficiaries.
  - C. Explain how the project will measure progress and achievements.
  - D. Describe the target population, including the number of project participants, you propose to serve.
  - E. Describe policies and procedures for handling complaints against the P&A system when it is serving as a BPAO cooperative agreement recipient or an employment network. State whether you have applied or will be applying for a BPAO cooperative agreement or to be an employment network under SSA's Ticket to Work and Self-Sufficiency Program.
  
- III. Project Staff and Facilities
  - A. Describe project staff organization and, as applicable, show linkages with other State/local entities.
  - B. Describe staff qualifications. Include resumes and a short biographical sketch of the proposed Project Director and other key project staff,

highlighting special qualifications that relate to the accomplishment of the project objectives, in areas such as education, experience and publications. For example, describe experience relating to P&A and return-to-work efforts for SSDI and SSI beneficiaries. For each of the key staff not identified at the time of application, provide (in lieu of a biographical sketch) a job description; location of the job, if it exists in another agency/entity; or qualifications sought and a projection of how long after notification of grant award the recruitment of staff will take.

- C. Describe the resources of the applicant agency to plan, coordinate, monitor, conduct and complete the program. Clearly link staff responsibilities to project tasks/activities, and evaluation requirements.
- D. Describe the specific involvement of personnel in other agencies on the proposed project, including: a description of their activities, estimated time schedule, their qualifications (unless addressed in B above), and written assurances that personnel are available and able to complete the work within time and budget constraints.

#### IV. Work Plan

- A. List and describe the tasks/activities that will be necessary to carry out the program, including the completion of the deliverables and evaluation requirements. Include milestones for tasks/activities.
- B. Specify the product(s) for each task/activity that can be provided to SSA as proof that the deliverable/requirement has been completed. Show the anticipated start and end dates for each task/activity.
- C. To the extent possible, identify the individual/entity responsible (by name and job title) for each task/activity.
- D. Describe the plan for control and oversight of the program. Include plans for coordinating and monitoring the implementation of the tasks/activities needed to carry out the program, including status reports, briefings, training/retraining, exchanging information

with other States, site visits, etc. As appropriate, describe the systems (e.g., case management) to be developed/used.

V. Expected Outcomes

- A. Estimate the benefits that will result from the proposed program to SSA and SSI/SSDI beneficiaries.
- B. Estimate the potential usefulness for the advancement of knowledge, if applicable.
- C. Provide data, either demographic or experience gained from similar projects, to support these estimates. Describe any special features of the target population (i.e., SSI/SSDI beneficiaries), and the operational environment in which the program will operate that would affect the anticipated outcomes.

## APPENDIX 2

### STATE AND TERRITORY GRANT AMOUNTS

Alabama	\$107,243
Alaska	\$100,000
Arizona	\$100,000
Arkansas	\$100,000
California	\$439,035
Colorado	\$100,000
Connecticut	\$100,000
Delaware	\$100,000
Florida	\$245,288
Georgia	\$130,301
Hawaii	\$100,000
Idaho	\$100,000
Illinois	\$167,305
Indiana	\$100,000
Iowa	\$100,000
Kansas	\$100,000
Kentucky	\$115,761
Louisiana	\$100,000
Maine	\$100,000
Maryland	\$100,000
Massachusetts	\$104,768
Michigan	\$163,605
Minnesota	\$100,000
Mississippi	\$100,000
Missouri	\$100,000
Montana	\$100,000
Nebraska	\$100,000
Nevada	\$100,000
New Hampshire	\$100,000
New Jersey	\$100,000
New Mexico	\$100,000
New York	\$319,006
North Carolina	\$146,570
North Dakota	\$100,000
Ohio	\$177,910
Oklahoma	\$100,000
Oregon	\$100,000
Pennsylvania	\$203,256
Rhode Island	\$100,000
South Carolina	\$100,000
South Dakota	\$100,000
Tennessee	\$117,012
Texas	\$237,941

Utah	\$100,000
Vermont	\$100,000
Virginia	\$100,000
Washington	\$100,000
West Virginia	\$100,000
Wisconsin	\$100,000
Wyoming	\$100,000
District of Columbia	\$100,000
Puerto Rico	\$100,000
American Samoa	\$ 50,000
Guam	\$ 50,000
Northern Mariana Islands	\$ 50,000
Virgin Islands	\$ 50,000
Native American	\$ 50,000